**CWM 38th Voyage Steering Committee Meeting Minutes**

**October 7, 2011**

**In attendance:** Shannon, Dana, Sarah, Nat, Erin, Susan, Steve

Quentin’s count down (466 working days to the re-launch and about 1 year or 2000 working hours per person between then and the sail) sparked the need to start making deadlines and a list of priorities.

* Mystic Seaport Magazine: Should be used to seed some of the 38th voyage programs and ideas
* The Port Program Committee should meet with Shannon and Dana in the next two weeks to discuss questions about space, timing and connectivity for proposed programs
* Media Plan: Need to be aware of long lead times for many magazines. We need to be making contacts now or figuring out if we have enough internal horsepower to make the contacts.
* Rob Simmons asked: Should we be asking the ports for money?
  + The general consensus was “no” especially not in New London, New Bedford and Boston. Perhaps in New York as it is a more commercial location.
  + **Erin to complete an analysis of how much we might bring in if the museum charged general admission.**
  + **Erin to layer in local events to the current schedule.**
* Need to start reserving dock space: especially in Newport and New York. Consider working with the Tourism Bureau of Newport.
* Part of the NEH planning grant requires meeting with partners of non-profit organizations at each of the ports. Based on experience from the Local Community group and the November week fundraising event there is a definite need to start making contacts and developing a clear understanding of our goals and plans as well as the responsibilities and logistics we expect the ports to handle.
  + **Before meeting with Port Partners we would like to create an MOU to explain what we are offering, bringing, and our expectations from each port. Each department should email Erin a list of things your department would need to include in an MOU with ports by Thursday, October 20. Erin will compile a list to share at the next meeting.**
* Shannon will work to answer the question many people have been raising regarding what the 1.5 mill in the sail budget is going to. **Shannon to create a summary for the next meeting.**
* Update from Bailey Prior: A screening may happen at the next meeting. **Steve to let Erin know if Bailey is available in order to reserve the Inn.**
* **Dana and Steve to find a good date for a Shipwright celebration for MS staff before Thanksgiving.**
* Need to find locations for the Mohegan Sun banners to be prominently displayed during the Fireworks and on the Free Admission day.
* **Nat to work with Jenny and Jonathan to discuss Museum entrance/exit on the night of the fireworks. Nat to arrange security and management for crowds and the dark setting.**

**The next meeting will be on October 21, 2011. Location and time TBD.**